



POSITION DESCRIPTION

Position Title:	Corporate Services Manager
Organisation:	Community Housing Industry Association Victoria
Work Location:	Flexible location with some on site days required at 1/128 Exhibition Street, Melbourne
Employment Type:	Ongoing subject to funding
Salary range:	to be negotiated
Time Fraction:	Part Time (0.6 FTE or 22.8 hours per week)
Position reports to:	CEO

Community Housing Industry Association Victoria (CHIA Vic)

The Community Housing Industry Association Victoria (CHIA Vic) is the peak body representing not-for-profit community housing organisations in this state. Our role is to advocate on behalf of our members to government and other relevant bodies, as well as providing advice, resources and training to the community housing sector. Community housing in Victoria is provided by a large and diverse range of not-for-profit organisations. These organisations own and manage over 20,000 tenancies in Victoria across the regulated and independent sectors.

CHFV Vision and Mission

Vision:	A thriving Victoria where everyone has the safety, security and dignity of a home - the foundation of opportunity.
Mission:	To lead and enable a diverse and dynamic community housing sector that is integral to the housing system.

For more information on the values please visit chiavic.com.au

Position Summary

This position oversees the internal corporate functions of CHIA Vic including memberships renewals and administration, financial management and reporting and project budgeting and acquittal. The role will work closely with the CHIA Vic team and the community housing sector.

Hours of Work

Hours of work will generally be 22.8 hours per week

Start Date

As soon as possible

Key Selection Criteria

1. Demonstrated experience in financial management and oversight
2. Strong administrative, organisational and time management skills.
3. High degree of accuracy and attention to detail.
4. Ability to work both in teams and on an autonomous basis.
5. Competence in the use of account management software including Xero.
6. Competence in all Microsoft office programs, especially Outlook, Excel and Word.
7. Excellent written and verbal communication skills.
8. Knowledge of Victorian Government Funded Agency Channel highly regarded
9. Knowledge of community housing and homeless services is beneficial but not a requirement.
10. Commitment to social justice and the mission and vision of CHIA Vic.

Qualification Requirements

- Accounting or business management qualifications would be highly regarded and experience in the community housing or social services sector is beneficial.

Key tasks

- Oversee CHIA Vic's Membership function including membership renewals, record keeping and finances.
- Manage project budget oversight, reporting and acquittal in consultation with relevant project staff and the CEO.
- Coordinates a reporting schedule for all corporate reporting obligations.
- Manage relationships with sponsors and potential sponsors and ensure acquittal of sponsorship arrangements
- Manage and support the bookkeeping function
- Undertake projects as directed

General Conditions of Employment

- Remuneration will be commensurate with experience and qualification/s.
- Salary packaging outside of superannuation is available.
- Pre-employment checks may include a requirement for proof of identity, evidence and currency of qualifications, driver's license and other relevant personal documentation.
- Referee checks on at least two independent referees will be conducted prior to an offer of employment.